**Procedure for creating a new ERCOFTAC Special Interest Group**

**BACKGROUND**

**The role of SIGs within ERCOFTAC is:**

* organising workshops, summer schools, conferences and specialised courses, and stimulating researchers worldwide to exchange their knowledge;
* fostering scientific research and industrial developments. This may include the comparison and evaluation of methods and models, the creation of experimental and/or simulation databases, as well as the creation of consortia for EU Framework funded projects;
* forming the scientific backbone of ERCOFTAC, as the principal source of knowledge, know-how and expertise.

**The benefits of creating an ERCOFTAC SIG are:**

* use of ERCOFTAC as a platform to build network connections and participate in events organized by other associated SIGs;
* access to the ERCOFTAC Bulletin and use of it to publish research results and SIG activities;
* use of the ERCOFTAC Quarterly Newsletter to notify a broad group of people about current events happening within the SIG as well as reporting appealing breakthrough results;
* the possibility of applying for SIG general funding as well as funding to organise workshops and summer schools;
* participation in ERCOFTAC Festivals, and being given the opportunity to form and develop the ERCOFTAC Association.

**ERCOFTAC membership:**

* Interested parties new to ERCOFTAC can join here: <https://www.ercoftac.org/about/ercoftac_membership>
* ERCOFTAC Membership is open to all research groups from academic, governmental or industrial institutions, worldwide.

**SIG PROPOSAL FORM**

Please complete the form and send it to ERCOFTAC CADO (admin@cado-ercoftac.org) at least one month before the next ERCOFTAC Spring or Autumn Festival. The proposal will be presented and discussed during the Scientific Programme Committee meeting, which takes place on Day 2 of the Festival.

**ERCOFTAC New Special Interest Group – Proposal Form**

Please supply the following information in no more than 2-3 pages of text. You may format the proposal as you wish, including using your own letterhead design. Full details on ERCOFTAC Special Interest Groups may be found at: <https://www.ercoftac.org/special_interest_groups/>.

1. **Name of SIG**
2. **Details of the proposed SIG**

*Please supply the following information.*

* **Objectives**

*What will the SIG set out to achieve?*

* **Scientific/technical focus**

*What is the scientific/technical area covered by the SIG?*

* **Motivation & Landscape**

*Why establish a new SIG in this area? What else is going on?*

* **Outline plans**

*What activities are planned?*

1. **Short description**

*Please provide a brief summary of (2) suitable for inclusion on the ERCOFTAC website.*

1. **Coordinators**

*The SIG should appoint two Coordinators, whose role is to initiate and manage the activities of the group. There should be one senior (Chair) and one junior (Deputy), and they must belong to organisations that are ERCOFTAC members.*

*For each Coordinator, please give the following information:*

* *Name*
* *University/company/etc*
* *Personal contact details (postal address, email address, telephone number)*

*Note also that the name, organisation and email address of each Coordinator will be placed on the SIG’s ERCOFTAC webpage and printed in the ERCOFTAC Bulletin. The SIG Coordinators will be given the password to their webpage, with responsibility for keeping it up to date.*

1. **Steering Committee**

*The Coordinators select an international Steering Committee (SC), subject to the following criteria:*

1. *SC members must belong to organisations that are ERCOFTAC members*
2. *Overall, SC members must be associated with at least 2 ERCOFTAC Pilot Centres\*\*\**

*For each SC member, please give the following information:*

* *Name*
* *University/company/etc.*
* *Associated Pilot Centre*
* *Personal contact details (as above)*

*\*\*\* Alpe Danube Adria, Belgium, Brazil, Czech Republic, France Henri Bénard, France South, France West, Germany North, Germany South, Greece, Iberia, Italy, Nordic, Poland, The Netherlands, United Kingdom (*[*https://www.ercoftac.org/pilot\_centres/*](https://www.ercoftac.org/pilot_centres/)*).*

1. **Organisations participating in the SIG**

*SIGs must include and benefit both academic and industrial ERCOFTAC members. Please list all potential collaborators and interested parties for the proposed SIG (universities, companies, government agencies, etc). SIG activities are open to all interested participants, but ERCOFTAC membership is strongly encouraged and should be noted where applicable.*

*For each organisation, please give the following information:*

* *Name*
* *Contact person*
* *Expertise/interests of contact or their workgroup*
* *Member of ERCOFTAC?*
1. **Other comments**

*Please use this section to give any other information you would like to add.*